

*****This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin, and click the examination link.*****

Training and Experience Evaluation

Coastal Program Analyst 3

California Coastal Commission

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Section 1: Tasks

Instructions:

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Describe your work experience relevant to performing this task, both paid and volunteer.

1. Identifying, understanding, and applying the specific laws, regulations, codes and code sections, policies, etc., including those of other relevant agencies, applicable to a specific situation or problem to help guide the analytical process.
2. Interpreting aerial photographs, satellite imagery, maps, and/or development plans to verify or obtain information needed for analysis of natural resource issues.
3. Assessing the potential impacts of development on the environment, coastal resources, and/or affected communities (e.g., impacts to water quality, public access or recreation activities, sensitive habitat, scenic or visual resources, transportation or traffic, agricultural use, tribal, archeological, or paleontological resources, environmental justice) to identify mitigation and avoidance measures and/or develop recommendations.
4. Assessing third-party technical studies to determine the adequacy/completeness of the study, identifying project-related issues, and applying the study to inform project recommendations.
5. Assessing policies, plans, permits, and/or projects for conformity with applicable regulations and/or laws.

6. Determining if project activities are consistent with the approved requirements and/or conditions imposed on the project.
7. Analyzing land use planning and policy documents prepared by governing entities for conformity with the Coastal Act, McAteer-Petris Act, and/or other applicable laws.
8. Preparing written recommendations that are clear and persuasive on various matters including but not limited to: development permits, appeals, Federal consistency reviews, energy and ocean programs, enforcement matters, grants, local coastal programs, and/or other natural resource planning, policy, and management work.
9. Assisting developers, permit applicants, the public, and/or staff of government agencies in the interpretation of pertinent laws and regulations associated with planning and permitting requirements.
10. Presenting, discussing, and/or explaining an organization's recommendations, purposes, policies, and/or procedures with individuals, groups, and/or decision-making bodies with various levels of understanding.
11. Supporting colleagues or interns in performing their more complex duties to help guide them in problem solving and/or decision making related to their projects and ensure the work is done correctly and in a timely manner.
12. Providing informal on-the-job training to colleagues or interns relating to the tasks performed on the job.
13. Coordinating and negotiating with developers, violators, government staff, or other members of the public in a constructive or professional manner to achieve a positive resolution.
14. Developing recommendations regarding special issues or problems for which the policies or procedures are ambiguous or do not specify a clear course of action, or for which there is little or no guiding precedent.
15. Working independently in a self-directed manner on increasingly complex projects.